

**Appointment Type:** Permanent

**Working Time:** Full Time

**Reference Code:** 20154e (2)

**Opening Date:** 03/01/2010

**Closing Date:** 06/30/2010

## **Forms & Records Analyst 2 (RHIT)**

**\$2759 - \$3593 Monthly (Range 41) Plus Great Benefits!**

### **Agency Information**

Department of Corrections

The Department of Corrections is seeking a highly motivated and qualified individual as a Forms & Records Analyst 2 (RHIT) located at Coyote Ridge Corrections Center in Connell, WA

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State. The mission of DOC is to improve public safety.

DOC offers:

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > Tuition reimbursement
- > The fulfillment of public service

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit [www.doc.wa.gov](http://www.doc.wa.gov).

### **Duties**

Responsible for the development and maintenance of legal, comprehensive health records in accordance with Department of Corrections policy, state/federal statutes, ACA standards and established required regulatory standards at Coyote Ridge Corrections Center.

- Render expert advice and consultation to management on health record and health information issues, making professional recommendations consistent with laws, policies and national standards.
- Perform periodic audits of health records to ensure agency performance standards are met and compliance with state and federal statutes regarding record confidentiality and security is maintained.
- Review and process public record requests for offender medical, dental and mental health information, verifying validity of authorizations for disclosure of health information.
- Retain records related to requests in accordance with records retention requirements.
- Meet with offenders, attorneys, DOC staff, and other state-level departments for review of health records.
- In the absence of clear guidelines or information, use judgment and critical thinking to infer appropriate meaning and form conclusions necessary to resolving the problem or issue.
- Keep appropriate parties informed of changes or new developments and ensure that they receive clear communications.
- Remain current on state and federal laws, national standards and department policies governing health records, health information disclosure and apply that knowledge appropriately.

## **Qualifications**

Required Qualifications:

Certification by the American Health Information Management Association as a Registered Health Information Technician or Registered Health Information Administrator.

Maintain certification by attending approved continuing education classes in AHIMA CORE content areas.

Desired Qualifications:

Associate's or Bachelor's degree in Health Information Management.  
Experience maintaining or processing health records.

## **Special Notes**

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the [www.careers.wa.gov](http://www.careers.wa.gov) website.

Please consider this when deciding whether to apply:

- \* All Department of Corrections' employees are fingerprinted for a criminal history background check.
- \* The pre-employment process will include drug testing.
- \* Employees work with offenders in a potentially hazardous setting.
- \* This position is included in a Union Shop that requires employees to become members within thirty (30) days of employment.
- \* All DOC facilities are smoke and/or tobacco free.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

## **Other Information**

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, e-mail [jamie.robinson@doc.wa.gov](mailto:jamie.robinson@doc.wa.gov) or 253/680-2763.

## **How to Apply**

**For job seekers who are not permanent state of Washington employees:**

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.

3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020154\* and click on Start Search.
5. Click on the link Forms & Records Analyst 2 (RHIT), Connell, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter tab**.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

#### **Help is available**

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail [Information@dop.wa.gov](mailto:Information@dop.wa.gov).